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RECORDS SERVICES DIVISION

MEMORANDUM FOR:

Files

21 April 1954

SUBJECT:

Security Office Filing Problems

- 1. Approximately two months ago Mr. Area Records 25X1A9a Officer, Security Office called on me to discuss some of the problems he was faced with in carrying out their records program. He said that he felt that he needed our help and advice but couldn't ask us to work directly with him because of objections to bringing anyone into the file areas.
- 2. The immediate problem concerned the operations of two separate divisons each performing almost the same operation, one covert and one overt, and maintaining similiar files. Mr. had been 25X1A9a asked to make some recommendations in connection with the maintenance of these files. It was his opinion, which he felt was shared by some others in the office, that at least the index of the two divisions could be combined, if not the files themselves. He submitted a memorandum to his Chief, who in turn forwarded it to the Executive Officer, pointing out certain discrepancies in the way in which the two files were maintained and recommending that a survey be made, which would include someone such as myself from the Management Staff.
- 3. The files of one division consist of approximately 500,000 items while that of the other division is around 60,000. However, the files of the smaller division are expanding very fast as a result of adding information taken from the larger group of files. Each division maintains case files of documents filed numerically in folders. The index to these case files are 3 x 5 cards filed alphabetically by name. Some of the differences in maintenance of the files are as follows:
- a. Although the material filed is of letter size one division uses legal size cabinets.
- b. One division uses two folders to each case. The extra folder serves as a charge out card whenever a case was withdrawn.
- c. Different rules were used in the alphabetical filing of the name index cards.

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4. On Friday 16 April I stopped by Mr. office to ask what progress was being made. At this time he told me he thought that a decision had been made to continue to maintain the files of each division separately. Consideration was now being given to standardizing the filing rules. He had supplied a copy of the filing rules which are included in our file manual. However, one division was opposed to adopting these on the grounds that most of their work was related to the DD/P

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area, and that they wish to use the filing rules employed by that office. These rules provide for name filing without consideration of the prefix. That is, O'Neil would be filed Neil. Mr. asked what some of the 25X1A objections might be to this system, and it was pointed out to him that with many names it is difficult to tell whether the beginning is a prefix or not. This can readily be seen by referring to a telephone book. The following are a few of the names noted which are sometimes spelled as one word and sometimes with a prefix: MacPherson - Macpherson, MacMichael - Macmichael, De Hart - Dehart, DeGuire - Deguire and D'Arcey - Darcey.

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5. I also asked Mr whether their searching rules provided for looking under variations in spelling. He said that this was not done and that it would be a serious matter if an item was in the files but could not be located. I, therefore, suggested that he consider the use of the Soundex System which groups together similiar sounding names. I forwarded to him a copy of the brochure published by the Remington-Rand Corporation describing the Soundex System, and told him that the system was used by OCD/BR.

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